



GOVERNMENT OF THE DISTRICT OF COLUMBIA
COUNCIL OF THE DISTRICT OF COLUMBIA

POSITION VACANCY ANNOUNCEMENT

ANNOUNCEMENT NO: CDC-23-130	POSITION TITLE: Legislative Counsel (if barred attorney in the District of Columbia) Legislative Policy Advisor (if not barred in the District or not an attorney)
OPENING DATE: 08/17/2023	CLOSING DATE: Open until filled
SALARY RANGE: \$85,000 - \$110,000 (commensurate with experience and qualifications)	TOUR OF DUTY: Monday-Friday: 9am-5:30pm
NO. OF VACANCIES: One (1)	OFFICE: Chairman Phil Mendelson Committee of the Whole
TYPE OF APPOINTMENT: Full-Time Excepted Service	DURATION OF APPOINTMENT: At-Will
AREA OF CONSIDERATION: Open to the Public	LOCATION: John A. Wilson Building 1350 Pennsylvania Avenue, NW Washington, DC 20004

This position is **NOT** in a collective bargaining unit.

POSITION OVERVIEW:

Chairman Phil Mendelson is the Chairman of the Council of the District of Columbia. As Chairman, he leads the Council on all legislative matters. He also chairs the Committee of the Whole which has purview over matters concerning the District's budget, building safety issues, federal relations, and statehood, planning and zoning, regional bodies, the Commission on the Arts and Humanities, the University of the District of Columbia, and public education. The Chairman also oversees all Council appointments to boards and commissions.

The incumbent will primarily focus on education issue and will be the subjectmatter expert for all agencies, legislation, policies, and issues that fall under his or her portfolio and provides direct advice and guidance to the Chairman in those areas. Responsibilities of the position include bill drafting, oversight of agencies, tracking legislation and developments within assigned issue areas, and preparing for and staffing the Chairman at public hearings and relevant meetings. In addition, the incumbent will work closely with other members of the Committee's education team given many education matters span agencies.

JOB REQUIREMENTS:

The successful candidates will have strong writing skills; adapt proactively to a changing legislative environment; work collaboratively with internal staff, agency staff, and stakeholders; have strong analytical skills and initiative; and have a demonstrated interest in and understanding of the legislative branch of government. Residency in the District of Columbia within six months of hire is required.

HOW TO APPLY:

Cover Letter and Resume (additional materials may be requested at a later date). Please submit electronically to Committee and Legislative Director, Evan Cash (ecash@dccouncil.gov) and include "Legislative Position" in the subject line.

CONTACT:

Evan Cash, Committee and Legislative Director
1350 Pennsylvania Avenue, NW, Suite 410
Washington, DC 20004
ecash@dccouncil.gov
(202) 724-7002

DOMICILE REQUIREMENT: An appointee to the Excepted Service is required to be domiciled in the District of Columbia at the time of his or her appointment or become a domiciliary of the District of Columbia within 180 days of appointment and shall maintain such domicile during the period of appointment. (D.C. Official Code §§ 1-609.06(a) and 1-610.59; and 6 DCMR B 305.)

SALARY AND BENEFITS:

The Council of the District of Columbia offers a compensation package that includes a competitive salary; medical, dental, and vision coverage; long- and short-term disability program; a 457(b) program with a 3 percent employer match and a 5 percent entirely-employer funded contribution; 13 to 26 days of annual leave, based on years of employment; 13 days of sick leave; 8 weeks of paid family leave; 11 paid holidays; subsidized public transportation and bikeshare membership; subsidized use of an off-site gym.

DRUG-FREE WORKPLACE: Pursuant to the requirements of the Drug-Free Workplace Act of 1988, the individual selected to fill this position will, as a condition of employment, be required to notify his/her immediate supervisor, in writing, not later than five (5) days after conviction of or a plea of guilty to a violation of any criminal drug statute occurring in the workplace.

EEO Statement: The District of Columbia government is an equal opportunity employer.

Equal Opportunity Employer: All qualified candidates will receive consideration without regard to race, color, religion, national origin, sex, age, marital status, personal appearance, sexual orientation, family responsibilities, matriculation, physical handicap, or political affiliation.

Notice of Non-Discrimination: In accordance with D.C. Human Rights Act of 1977, as amended, D.C. Official Code, Section 2-1401.01 et. seq., (Act) the District of Columbia does not discriminate on the basis of actual or perceived: race color, religion, national origin, sex, age, marital status, personal appearance, sexual orientation, gender identity or expression, familial status, family responsibilities, matriculation, political affiliation, genetic information, disability,

source of income, or place of residence or business. Sexual harassment is a form of sex discrimination which is also prohibited by the Act. In addition, harassment based on any of the above protected categories is prohibited by the Act. Discrimination in violation of the Act will not be tolerated. Violators will be subject to disciplinary action.
